



WESTFIELD ROCKS THE 4TH EVENT VENDOR APPLICATION

JULY 3RD, 2011 SUNDAY, NOON – 3PM SET UP; FESTIVAL HOURS 4PM – 10PM
Asa Bales Park 205 W. Hoover (181st) Street Westfield, Indiana

DEADLINES

Applications must be postmarked by: May 15, 2011 and is first come first served; assigned spaces are limited. Payment by check (***made payable to DWNA***) and all applications must be mailed or dropped off to:

Stephanie Fix - Westfield Parks & Recreation office: 2728 E. 171st Street, Westfield, IN 46074

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. All information must be answered completely.
2. The list of products you are requesting to sell/display/promote/giveaway must be specific.
3. Any brochure, handouts, catalog, or price list that will best describe your product should be included with application and must be preapproved for distribution during the event.
4. Make sure you sign the application where indicated.
5. Enclose payment (check, or money order) with this application. **Make checks payable to DWNA (Downtown Westfield Neighborhood Association). The cost of a Food Vendor Booth space is \$100.00. A non-food Vendor booth space is \$50.00.**
6. Submit copies of the permits and licenses that apply to your booth (see Required Permits in sections below for more information).
7. Vendors interacting with the public (e.g. craft vendors, children's vendors etc.) must submit a copy of your general liability insurance.
8. Submit application (pages 4 through 6 only) to: Stephanie Fix, Westfield Parks & Recreation Department, 2728 E. 171st Street, Westfield, In 46074.

WESTFIELD ROCKS THE 4TH EVENT GUIDELINES

1. Special requests (e.g. booth location, proximity to other vendors, etc) should be made on the application but are not guaranteed or implied.
2. **NO REFUNDS WILL BE GIVEN. NO EXCEPTIONS.**
3. In the event that the Westfield Rocks the 4th Event is rained out, the planned date of re-occurrence would then be Monday, July 4th. On the unforeseen event that both days are rained out, fees will not be returned due to inclement weather or acts of God.
4. Selection of vendors is at the discretion of WESTFIELD ROCKS THE 4th COMMITTEE based on the vendor's ability to enhance the overall event image – WESTFIELD ROCKS THE 4th COMMITTEE reserves the right to refuse an application.
5. Space is allocated based on any or all of the following criteria: application date, logistics, demand and presentation of product and/or booth appeal. Space assignments may be changed without notice up to and including the day of the event.
6. Vendors do not have exclusivity on any one product or service type. However, **every** effort will be made to limit “like” products.
7. Deliveries using a vehicle will be allowed from Noon to 3pm. Street barricades will be set and remain in place until pedestrian traffic has exited the Park; the firework display is scheduled to conclude around 10:15. At the time the barricades are removed, vendor's vehicle may enter the area. Vendors may use handcarts or remove items by hand. Vendors shall park in legal parking spaces and no vehicles shall park in Asa Bales Park.
8. All vendors must be open and operating during entire duration of the event.
9. Vendors may NOT sell Alcoholic Beverages of any kind.
10. All vendor merchandise or services must be approved through the application process. Only items listed can be sold or displayed. Violations will result in cancellation of vendor contract and vending space and all fees.
11. Solicitation of funds, signatures, etc. is not permitted.
12. Setup must begin at Noon to be completed by 3:00pm. Food should be ready to be served at 4:00 pm and all vendors must remain open until at least the fireworks display begins. Teardown of the all vendor's assigned areas must be completed the evening of the festival no later than 12:00 p.m.
13. All vendors MUST provide a 10×10 canopy or tent for their allotted space and their own signage. This is for uniformity and is aesthetically pleasing.
14. Vendors are responsible for providing tables, chairs, and all other equipment to vend.

15. All vendors must supply the necessary trashcans for garbage inside their booth at the end of the day. Vendors must adhere to all recycling guidelines. Recycling guidelines will be provided in the Vendor Packet.
16. If the space is not left clean, the vendor will be fined a minimum of \$100.00. Examples of booth space left clean are as follows. No trash, recyclable items, or debris left by the Vendor. Vendor must dump trash, grease or similar waste in proper receptacles. Vendor must vacate the area on a timely basis after the Westfield Rocks the 4th Event has ended as stated in this agreement.

ADDITIONAL REQUIREMENTS

1. All Vendors must comply with the Hamilton County Health Department Guidelines.
<http://www.hamiltoncounty.in.gov/library/health/docs/TempFAQ.pdf>
2. Must provide a Certificate of Insurance listing Westfield Washington Schools, DWNA and the City of Westfield as an additional insured for general liability in the amount of \$1,000,000.
3. All Vendors who are required by the Hamilton County Health Department guidelines to provide water stations for sanitation of their area must provide their own as **Westfield Rocks the 4th will not be providing water to the Vendors.**
4. Submit copies of all required permits. Each certificate and/or permit must be submitted with the application with exception **ONLY** to Food Service Temporary Food Establishment Permit.
5. All canopies for Food Vendor area must comply with the City of Westfield Fire Marshal standards in that it must be flame-retardant.

AFTER APPLICATION HAS BEEN SUBMITTED AND ACCEPTED THE
VENDOR COMMITTEE CHAIR PERSON WILL CONTACT YOU AND PROVIDE
A VENDOR PACKET FOR INFORMATION AND REFERENCE.

DIRECTIONS TO ASA BALES PARK AND VENDOR VEHICLE ACCESS WILL
BE INCLUDED IN THE VENDOR PACKET

PLEASE SAVE PAGES 1-3 FOR YOUR RECORDS

WESTFIELD ROCKS THE 4TH EVENT APPLICATION

TYPE OF VENDOR (CIRCLE ONE)

- FOOD VENDOR SPACE
- NON-PROFIT FOOD VENDOR SPACE
- VENDOR SPACE
- NON-PROFIT VENDOR SPACE

Group or Business Name: _____

Contact Person _____

Address: _____

City _____ State _____

Business Phone _____ Cell Phone _____

Fax _____ Other Preferred Phone _____

E-Mail Address _____

Web Site: _____

Non – Profit IRS # _____

Indiana Seller's Permit License # _____

Please include prices (please attach list if more space needed).

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Electrical Information (this portion must be filled out even if you are bringing your own generator) List all electrical equipment to be used at event for approval. Due to limited power availability at the event grounds, only 110 volt power will be available. If using event supplied electricity, each appliance, light or piece of equipment must be on its own outlet. **It is important that the following information is complete and absolutely correct.**

1. Equipment Description: Amps: _____ 110
_____ Voltage: _____ 110 _____
Watts: _____ 110 _____

2. If bringing your own generator, what type of generator will you be using?

Make _____ Model _____ Year _____

Please note that 220v will not be available

3. Electrical Hook-up is included with registration fees and no other charges for use of electricity will be assessed with exception to any damages caused by Vendor (see next).
4. **Please be advised:** Any damage(s) due to acts and or occurrences beyond the control of the Committee, including but not limited to equipment failure and misuse by Vendors, etc. resulting in loss of electricity. The Vendor may not hold liable the Committee, City of Westfield and/or electrical sub-contractors, installers or suppliers.
5. Due to the nature of outdoor events, event supplied electricity is not guaranteed. Any damage, or declined sales, caused by this loss of power is solely the vendor's responsibility.

The undersigned has read the regulations which are hereby part of this contract and by signature below agrees to adhere/abide by them. This agreement shall be construed pursuant to the laws of the state of Indiana. I realize if I, my company, or any of my workers or contractors violates any of the regulations, that I will automatically forfeit my vending space, the opportunity to sell products/services, and that I am not guaranteed a refund of all the vending fees. The undersigned also certifies that he/she is authorized 1) to execute on behalf of the group and 2) accept legal process on behalf of the group. The undersigned acknowledges that all information submitted in this application is correct, and agrees to indemnify and hold harmless the Downtown Westfield Neighborhood Association, Westfield Washington Schools and/or the City of Westfield employees, agents or assigns from all damages, liabilities, costs and expenditures, including attorney's fees and cost of defense, which may occur by reason of the undersigned's use of the facilities during an event. In addition, nor should they be responsible for any injury, loss or damage that may occur to the vendor, employees or property from any cause whatsoever prior to during or subsequent to the period covered by the vending contract.

Signature _____

Print Name _____

Date _____